

LOCAL GOVERNMENT HONOURS PROGRAM 2024

HONOURS PANEL TERMS OF REFERENCE

BACKGROUND AND RATIONALE

The WALGA Honours Panel was established by State Council as an independent group to provide a fair, unbiased and depoliticised process for the administration of the annual Local Government Honours Program.

TERMS OF REFERENCE

The Honours Panel is responsible for exercising the following delegated powers:

- **Overseeing the Association's annual Honours Program with delegated power from the State Council during the entire process.**
- **Conferring Association Honours and the Local Government Medal, annually.**
- **Conferring, where appropriate, alternative Association Honours where it is concluded that a nominated candidate is better suited to a different award category than the one they were originally nominated for.**
- **Managing the annual budget set for the Association's Honours Program.**
- **Encouraging, educating, promoting and raising the profile of all Honours available to people in Local Government and all Western Australians.**
- **Reviewing and where appropriate, amending the Honours Policies and supporting documentation.**

The Panel acknowledges that whilst it has delegated authority to undertake the special function of Honours and all that it implies, it is a committee responsible to State Council.

The Panel will have the freedom and flexibility to meet as many times as considered necessary, however, it will ensure that it meets not less than two times per annum.

The Panel acknowledges its obligation to consider the eligibility of nominations in a fair and unbiased manner, ensuring that confidentiality of members' personal information is maintained.

The Panel will oversee the Secretariat and ensure that adequate administrative resources are provided to enable the carrying out of the function. The Chair will ensure that Minutes are kept of the Panel's deliberations and decisions.



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MEMBERSHIP

Membership of the Honours Panel includes:

- WALGA Deputy President (Chair)
- Two State Councillors from the Country Constituency
- Two State Councillors from the Metropolitan Constituency
- Two non-executive members representing country and metropolitan interests
- Representative from the Department of Local Government
- WALGA Chief Executive Officer.

Current Honours Panel Membership (as at March 2024):

WALGA Deputy President	Cr Paul Kelly (Chair)
Metropolitan State Councillors	Cr Helen Sadler Mayor Logan Howlett
Country State Councillors	President Cr Kirrilee Warr President Cr Tony Dean
Non-Executive- Metropolitan	Ms Heather Henderson
Non-Executive- Country	Ms Lynne Craigie
WALGA CEO	Mr Nick Sloan
DLGSC Representative	Mr Tim Fraser



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OPERATIONAL PROCEDURES

The Panel will:

- Ensure that full discussion takes place to enable amendments and proposals for new Honours to take place.
- Review the eligibility of nominations received for the various Local Government Honours and undertake to adjudicate in the selection of recipients.
- Oversee the annual Honours processes, to ensure that the deadlines and timelines set by WALGA are met. The Panel will approve the Honours budget proposed by Secretariat staff.
- Provide a central point and act as a 'go-between' in linking worthy candidates for various Honours (the Local Government (WALGA), Australian, and Western Australian Honours) and those wishing to nominate these individuals.
- Undertake to raise the profile of the Honours Program by encouraging the nomination of worthy individuals for the various Honours.
- Undertake a liaison role with individuals and groups involved in Honours such as the WA Member of the Order of Australia Council and the Order of Australia Association to encourage and progress the successful nomination of Western Australians for Australian and Western Australian honours.

FURTHER INFORMATION AND ENQUIRIES

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